



CITY OF ATLANTA

Job Announcement

AVIATION COMMUNICATIONS DISPATCHER (D)*

STARTING SALARY: \$30,032

Salary Grade: 12

Applications Accepted From: September 19, 2005 until September 22, 2005

Minimum Job Requirements

Persons applying must have a high school diploma or GED certificate and successfully pass a communications dispatcher performance test measuring the applicant's ability to receive, retain and process emergency information. No substitution is allowed for the high school diploma or GED. *Ability to speak a second language is preferred.* Applicants must obtain a Georgia Crime Information Center (GCIC) certification and certification by the Georgia Peace Officer Standards and Training Council as a Communications Officer within six months after appointment.

Duties of the Job:

This employee performs radio communications dispatch and recordkeeping duties associated with receiving emergency and/or non-emergency telephone calls at the Atlanta Police Department Communications Center at Hartsfield-Jackson International Airport. Employee transfers callers to appropriate jurisdictions or emergency utility numbers; furnishes callers with information relative to street locations and directions; assigns signal codes and prioritizes incoming calls; broadcasts dispatch orders to police, fire and emergency medical units within the airport according to services needed and geographical locations; ensures available backup for officers responding to emergency calls; monitors airport closed-circuit television and door alarm systems; operates computer terminal to access state and national crime information files; relays instructions or questions from field units; and performs other related duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination for This Job Will Consist of a Performance Test.

Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.

*THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION REQUIRES SHIFT WORK.

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.